

INTERAGENCY COORDINATING COUNCIL COMMITTEE MEETING MINUTES

COMMITTEE: Quality Assurance and Personnel and Program Standards

RECORDER: Peter J. Guerrero **DATE:** November 29, 2001

COMMITTEE MEMBERS

PRESENT: Susan Farrell, James Cleveland, Linda Landry, Lois Pastore, Fran Chasen, Brigitte Ammons, Toni Doman, Kris Pilkington, Ruth Cook, Julie Woods, and Janet Eaton

STAFF: Peter J. Guerrero and Virginia Reynolds, WestEd/CPEI

DDS LIAISONS: Ken Freedlander and Cheri Schoenborn

ABSENT: Marie Poulson, Sharon Tettgah

GUESTS: Vickie Reis-Alli, Susan Lons, Mindy Newhouse and Cinda Bottorf.

SUMMARY OF IMPORTANT POINTS AND ACTIONS CONSIDERED

I. Introduction and Opening Comments:

All committees convened at 2:00 PM to view an outreach video developed for New Jersey physicians on indicators for early identification and referral for early intervention. Autism was the focus of this particular video. Mary Lou Hickman, M.D., asked that committees discuss the video and report their impressions at the committee of the whole on Friday.

The QAAPS committee then convened and was called to order at 2:30PM. Marie Poulson, co-chair of the committee was called home following the meeting of the committee of the whole this morning. Cheri Schoenborn opened the meeting and asked for a volunteer to chair the meeting and report at the ICC meeting on Friday. Linda Landry and Ruth Cook graciously agreed to co-chair today's meeting and Ruth agreed to fill in for Marie at the ICC meeting on Friday. A warm welcome was extended to Janet Eaton who has joined the committee as a new community representative.

II. Agenda Review:

A revised agenda was presented to the members of the committee. The following items were added: 1) Discussion of Child Care presentation from the morning COTW meeting and identification of recommendations and

pertinent issues for follow-up by the ICC, 2) DDS Parent Satisfaction Survey and 3) Reaction/discussion of NJ outreach video to physicians.

III. Review and Approval of Minutes:

Minutes were reviewed and approved without additions or changes. Peter Guerrero explained that attachments to these minutes were not included as part of the ICC Booklet and made copies available for members not present at the July meeting.

IV. Committee Tasks and Activities:

A. Alignment of DDS monitoring and CDE Verification processes: At the March 23 meeting of this committee Wally Olsen of CDE reported on an interim meeting of an Ad Hoc committee to address strategies for better alignment with the Early Start program evaluation procedures as a follow-up to a committee request. At that time the QA committee requested an update on meetings of the ad hoc committee prior to the September ICC meeting to assess and revise any changes or agreements made to facilitate better coordination.

Ken Freedlander, DDS, reported that the Ad Hoc committee did not meet again between March and November due to staffing changes in both departments. Ken briefly reviewed the main issues addressed and discussed standing agreements between the departments from the March 14 meeting and an update on recent monitoring activities.

Main issues addressed:

- 1) How to better collaborate on ES monitoring review of LEA served children, those children with low-incidence conditions and those who are dually served, who are reviewed under the California Code of Regulations by CDE when timelines do not coincide, and
- 2) Why there cannot be one tool for monitoring all children 0-3 served in Early Start since all are being evaluated for compliance with the same statutes and regulations (CEISA and Federal IDEA)?

Standing agreements currently in place:

- 1) Any information CDE Liaisons have about dually served children will be shared with DDS monitoring teams
- 2) Pertinent findings (identified within a reasonable timeline or which continue to be identified) from CDE compliance reviews will be incorporated into DDS final reports.
- 3) DDS will ask CDE for findings related to records of children with solely low incidence disabilities.
- 4) Records of dually served children will be reviewed by DDS as regional centers maintain the file of record on each child.
- 5) The process is now more collegial and these efforts should reduce duplication.

The committee raised the question of whether there has been any decision regarding the payment of stipends to parents participating on monitoring teams. Linda Landry informed the group that DMH and CDE both have models for parent stipends and reimbursement of travel costs. It was agreed that Julie Woods would follow-up by providing Ken Freedlander with names of contact persons at those agencies. James Cleveland will get the name of the CDE contact to Julie. **Ken assured the group that the department would look at these models.**

B. Follow-Up Report on Incorporating the needs of families with children with special needs into the Desired Results process:

The QA committee had requested a follow-up presentation with Ms. Barbara Metzik, DCE/CDD, and a representative of the Sonoma State University CIHS Project regarding alignment of children with special needs in the Desired Results Standards. **This is deferred to the next meeting in Sacramento due to travel restrictions of some agencies.**

C. Child Care Standards:

The committee requested at it's July 27 the meeting that information pertinent to the 0 to 3 population be extrapolated from the Desired Results Program Standards Draft. The committee would then determine appropriate uses for the information such as a parent informational document.

A draft of the extrapolated material was distributed. It remains a lengthy document. **Committee members were asked to review the document before the January meeting and to bring recommendations for possible uses. One possible next step may be to compare them to the recommended standards in the proposed Early Start Personnel Model.** Committee members may access the original Draft Desired results Program Standards document by accessing the Child Development Division link at the California Department of Education web site (www.cde.ca.gov). Peter Guerrero will e-mail a reminder to all and include a copy of the recommended standards.

D. Regulatory Issues:

Fran Chasen clarified her original request that regulations be a regular agenda item for the QAPPS committee as an opportunity to proactively review issues, identify areas of concern or interest, provide input, and recommend revisions to address evolving issues. One example discussed was whether provision of a signed IFSP at the IFSP meeting was required or a best practice. It was suggested that this decision could be viewed as an informed consent issue that may impact the initial date of services.

The committee discussed the following issues:

- Awareness that opening a process to request specific changes in regulations may possibly place all regulations under scrutiny, and that may have a negative impact.
- A process for addressing issues and sending out recommendations. The committee would have to be kept informed of important time-lines.
- Concern that we not lose ground as with Service Delivery Reform (SDR).
- Members of the committee need to be mindful of Federal and State level regulations and that it would be expedient to have strategy discussions around standards and monitoring and how to use findings as a tool for identifying trends. The QAAPS committee could then use this data to identify recommendations or the need for making changes.
- The information could also be used to determine if there is a role for the QAAPS committee to pursue, expand or alter CSPD activities or the proposed ES Personnel Model.
- Sharon Walsh, Division of Early Childhood, will be at SEECAP in February. She would have the latest information on issues relating to reauthorization.
- Existing documents on personnel standards. San Diego has such a document and it will be sent to committee members via e-mail.

It was suggested that a report of findings from the most recent monitoring and records review process and Program Standards continue to be standing items on the QAAPS committee agendas. The group agreed by consensus.

It was reported that there are some in the field that believe that individuals completing EI Assistant program under the Community College Early Intervention Assistant Preparation Project (CCEIAPP) can be utilized as "Inclusion Specialists." The same issue comes up in relation to Behavioral Specialists. There are no standards for these interventionists. A committee member reported that two COTAs (Certified Occupational Therapy Aids) had been observed providing hands-on therapy without a supervising therapist.

The committee agrees by consensus that a discussion of standards for inclusion specialists and others needs to occur at a future QAAPS committee meeting.

E. Child Care Panel Recommendations for COTW

- 1) Presentation of the "military child care model" to the COTW. Identify change process and what is making it work.
- 2) QAAPS committee members could write a letter to the California Children and Families Commission (CCFC) requesting they send a clear message to local Prop. 10 entities that special needs populations be ensured of equal access in local planning efforts and further, that

- the requirement be tied to CCFC's statement on Diversity. Lois and Fran agreed to draft a letter to be e-mailed to QAPPS committee members for inclusion in the next ICC packet as an information item.
- 3) Cheri Schoenborn reminded the committee that individuals can send letters to the CCFC expressing their concerns. However, letters from the ICC must go through the ICC Chairperson.

F. Parent Satisfaction Survey

Ken Freedlander gave a brief update on the parent information survey process currently underway. He distributed copies of the survey script and stressed that personnel interviewing families have been well trained and are individuals with a family member who is a disabled person. At this time 12-1300 families have been contacted by Xenologics. The "hit" ratio is about 1:5. Some discussion did ensue about the methodology, standardization and contractor selection process. **Ken will present preliminary findings to QAPPS committee in January.**

G. Physicians Outreach Video

There is varied understanding as to the use and focus of the general outreach package from New Jersey. Comments included:

- 1) Motor skills are left out completely.
- 2) Focus is too much identification of early signs of autism to the exclusion of other developmental concerns.
- 3) Validating for parents who "are correct 70% of the time.
- 4) Autism diagnosis opens door to services so parents go to providers who will give the diagnosis of autism rather than some other spectrum disorder.
- 5) Training of very narrow piece.
- 6) If only 30% of ES referrals are from physicians why focus on them and eliminate other potential referrers.
- 7) Need broader distribution focus.
- 8) Does not address other possible deficits that are manifested similarly such as deafness.
- 9) Excellent production quality.
- 10) Good at urging physicians to go ahead and make an early referral and that no damage would be done.
- 11) Informs pediatricians about early infant development. Many do not have this background.
- 12) We could tailor it to California's system.

V. Meeting adjourned at 5:15 PM

INTERAGENCY COORDINATING COUNCIL QUALITY ASSURANCE, PERSONNEL AND PROGRAM STANDARDS COMMITTEE

COMMITTEE AGENDA FOR JANUARY 24, 2002

- I. Introductions and Opening Remarks**
- II. Agenda Review**
- III. Review/Approval of Minutes**
- IV. Committee Tasks and Activities**
 - A. Parent Satisfaction Survey - Ken Freedlander
 - B. Review of draft parent informational document extrapolated from Program Standards for center-based programs and Family Child Care Home Networks Desired Results for Children and Families. Discussion of possible uses.
 - C. Update on ES monitoring - Ken Freedlander
 - D. Personnel and Program Standards: Discussion and Next Steps
- V. Other:**
- VI. Adjourn:**